



Commission VMS Standard Operating Procedures (SOPs)

Version notes

Version	WCPFC decision reference	Description of updates	Effective date
1.0	WCPFC6	<i>Approved by the Commission of the SOP, as per requirement of VMS SSPs section 6.9</i>	<i>Feb 19 2010</i>
2.0	WCPFC15	<i>Updates made to include versioning and to streamline and improve the focus of the SOPs and better reflect current Secretariat practices including reference to the present VMS service provider/s</i>	<i>Feb 13 2019</i>

2. Overview

The WCPFC operates a Vessel Monitoring System (Commission VMS) to assist in the management and conservation of highly migratory fish stocks in the Western and Central Pacific Ocean.

In December 2008, a Service Level Agreement (SLA) with FFA for the provision of the WCPFC VMS services was formalised. The contracted system that provides VMS information to the FFA VMS and the WCPFC VMS systems is referred to as the “Pacific VMS”. The WCPFC VMS came into operation on April 1, 2009.

The approved structure of the WCPFC VMS system allows vessels to report to the WCPFC through two ways: i) directly to the WCPFC VMS, or ii) to the WCPFC through the FFA VMS. In respect of the latter, it is recognized that there may be additional requirements for VMS reporting which arise from FFA requirements and national VMS requirements that are relevant.

The WCPFC has more than 3,000 WCPFC-registered vessels that report to the WCPFC VMS through the Pacific VMS. In addition the WCPFC VMS receives, through the SLA with FFA, high seas VMS information relating to FFA-registered vessels.

The Commission VMS requires the use of Mobile Transceiver Units (MTUs)/Automatic Location Communicators (ALCs) that are on the approved list of MTU/ALC as approved by the Commission. Approval of ALCs will be based on the Secretariat's assessments of ALCs against minimum standards for the Commission VMS as set out in Annex 1 of CMM 2014-02 (or its successor measure), WCPFC SSPs, as relevant, by determining that the ALC make and model has the ability to successfully report to the Commission VMS,

2.1 Purpose of these Standard Operating Procedures

These standard operating procedures (SOPs) have been developed to provide uniform guidance for Commission personnel in the management and operation of the Commission VMS.

2.2 Specific Commission Decisions and Guidelines governing the Commission VMS and access to VMS data

- a) Rules and Procedures for the Protection, Access to, and Dissemination of Data Compiled by the Commission (2007 data RaP) – December 2007;
- b) Service Level Agreement (SLA) with FFA for the provision of the WCPFC VMS services – December 2008 (WCPFC VMS came into operation on April 1, 2009)
- c) Rules and Procedures for the Protection, Access to, and Dissemination of High Seas Non-Public Domain Data and Information Compiled by the Commission for the Purpose of Monitoring, Control or Surveillance (MCS) Activities and the Access to and Dissemination of High Seas VMS Data for Scientific Purposes. (2009 MCS data RaP) – December 2009.
- d) WCPFC Standards Specifications and procedures (SSPs) for the fishing vessel monitoring system (VMS) of the Western and Central Pacific Fisheries Commission (WCPFC) – December 2016 (or its update)
- e) WCPFC Agreed Statement describing Purpose and Principles of the WCPFC VMS – December 2011
- f) WCPFC9 decision regarding application of Commission VMS to national waters of Members (WCPFC9 Summary Report paragraph 238) – December 2012
- g) Conservation and Management Measure for the Commission VMS – CMM 2014-02 (or its replacement CMM) – December 2014
- h) WCPFC VMS Reporting Requirement Guidelines – May 2018 (or its update)

2.3 General Information Security Policy and Administrative Procedures for the Secretariat

The Secretariat's WCPFC Information Security Policies and Guidelines, as well as Administrative Procedures apply to the administration and access to the Commission VMS.

3. VMS Software Applications

3.1 Trackwell

The Trackwell VMS user interface is implemented as a suite of web modules contained within a common frame application. These modules are selectable from the main menu. More than one module can be open at the same time, in separate browser tabs on separate screens. The VMS Web application is AJAX driven, giving the user similar usage experience and behavior as a classic windows application. It is designed in a modular way, allowing different modules to be active / visible for different users.

The main modules of the are:

- Monitoring - operators main view
- Vessel – vessel registry database
- Events and Actions – users can define events to be monitored
- Reports – provide list of pre-programmed reports
- Live Map – geographical map displaying vessel’s position in near real-time

3.2 Manual Reporting

Vessels typically report their positions automatically. The Commission VMS does not presently have a capability to upload manual positions (eg in the case of MTU/ALC failure) into the Trackwell VMS user interface.

3.3 Monitoring View

The Monitoring View is the operators main view. All important events and alerts handled by the system are listed as issues from which an operator can select an “Issue” to work on or log down every actions related to the selected issue until its closed. Issues can also be configured to trigger an alert.

4. Operational Procedures

4.1 VMS Client User Access

The VMS Manager can provide user access to the Commission VMS to an individual user on request from an authorised CCM official, such access will be granted after consultation with the Compliance Manager

The Commission VMS is configured so that each user has a unique login ID and password which can be changed at the discretion of the user. The system forces a change of password at intervals not exceeding 40 days. A password must consist of at least eight alpha-numeric characters and must be different from previous passwords and ID. Each user is responsible for their respective ID and password. Users can also use ‘Forgotten Password’ feature to change/reset passwords as required. If a user believes access has been gained through illegal use of his/her password or the user has forgotten his/her password, the VMS Manager must be notified immediately.

4.2 Vessel Tracking Data to be submitted by CCMs (VTAF)

The flag CCM is to submit all necessary data to complete its data file in the Commission’s VMS database, in respect of all vessels authorized to operate in the WCPFC Convention area. This data will include the name of the vessel, unique vessel identification number (UVI) [* if and when adopted by the Commission],

radio call sign, length, gross registered tonnage, power of engine expressed in kilowatts/horsepower, types of fishing gear(s) used as well as the make, model, unique network identifier (user ID) and equipment identifier (manufacturer's serial number) of the ALC that vessel will be using to fulfil its Commission VMS reporting requirements.

To facilitate the submission of necessary vessel tracking data for each fishing vessel required to report to the WCPFC VMS, the Secretariat has provided a guideline Vessel Tracking Agreement Form (VTAF) to enable activation and automatic tracking of the vessel through WCPFC VMS. VTAFs of vessels already reporting to FFA VMS will not be activated and may not need to be provided, but if submitted can be filed in case the vessel needs to have the ALC activated to report to WCPFC VMS system (should the vessel no longer report to the FFA VMS system).

A copy of the guideline VTAF form is appended at **Annex A**.

The following procedures are to be followed by the Secretariat when updated or new VTAF data is received from a CCM (as per the flow chart below).

1. Secretariat to acknowledge receipt of the VTAF by e-mail to the CCM official who sent it.
2. Secretariat to check that the VTAF data is completed correctly. An incomplete VTAF data should be referred back to the CCM official who sent it.
3. Secretariat to check that the MTU/ALC described in the VTAF is type approved by the CCM. If not, advise the CCM official accordingly.
4. If the MTU is type approved by the CCM then check against the FFA Vessel Register to determine if the vessel is listed. If it is listed then no further action required. The vessel will be monitored when it enters waters of the WCPFC Convention Area covered by the WCPFC VMS.
5. If the vessel is not listed on the FFA Vessel Register then its MTU/ALC must be activated to report directly to the Commission VMS (see Section 4.3 below).

4.3 MTU/ALC Activation procedure for WCPFC VMS

Vessels not registered on the FFA Register of Fishing vessels will be activated to report directly to WCPFC VMS once a VTAF or information required under Paragraph 2.9 of the Commission VMS SSPs is provided in full.

WCPFC VMS has gateways for the following services:

- Argos
- Faria
- Halios – CLS MTUs using the Iridium service
- Inmarsat C
- SkyMate

The following procedures are to be followed by the Secretariat when complete VTAF data is received and for vessels not registered on the FFA Register of Fishing vessels (as per the flow chart below).

1. Secretariat to enter VTAF data as a new record in MTU Update request.

MTU Update Request - New Item



EDIT PAGE

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Save Cancel

Submitted By *

Received Date *

Vessel *

MTU Details

Approved MTU Type *

Equipment ID *
Manufacturer's serial number for this MTU

Network ID
Unique ID Number by which MTU is tracked on the satellite network

Save Cancel

2. Secretariat to follow activation procedure that is specific to the gateway for the MTU/ALC (see below). The following details must be provided for all activation requests
 1. Vessel Name
 2. Reg No
 3. IRCS
 4. Vessel Type
 5. Flag
 6. Approved MTU Type
 7. Equipment ID
 8. Network ID
3. If activation was successful, Secretariat to advise CCM that the vessel has been activated to report. The Secretariat to complete internal procedure so that MTU update request form is completed to show “MTU Update Request Completed OK”, this provides advice to Trackwell VMS system that the vessel MTU details have been confirmed and are activated to report to WCPFC VMS.
4. If activation was not successful, request the CCM official to check the vessel’s MTU/ALC, rectify any anomalies with the MTU/ALC and inform the WCPFC Secretariat of when the vessel is ready for activation.
5. On receipt of the advice by the CCM that the MTU/ALC is ready for a second attempt of activation, activate the vessel on the system again.
6. If the MTU/ALC activation fails on the second attempt, notify the CCM and draw to the flag CCMs attention that vessel position reports shall be provided by the vessel on a manual basis, as required

by the WCPFC Standards Specifications and procedures (SSPs) for the fishing vessel monitoring system (VMS) of the Western and Central Pacific Fisheries Commission (WCPFC) – December 2016 (or its update).

Vessel activation procedure for Argos and Halios MTUs

List of vessel MTU/ALCs to be activated must be sent to “Fisheries Support” (fisheries.support@cls.fr).

Fisheries Support will then advise the Secretariat if activation is successful or not. The outcome should be advised to the CCM contact.

Vessel activation procedure for Faria and Skymate

For Faria MTUs, the vessel’s details as above is send to SpeedCast (support.mss.apac@speedcast.com) and request upon activation to provide Faria 4 digit unique MTU Id.

For skymate MTUs, the vessel’s details as above is send Skymate (williamricaurte@navcast.com)

The contact for each gateway will advise the Secretariat if activation is successful or not. The outcome should be advised to the CCM contact.

Vessel activation procedure for Inmarsat C MTUs

For Inmarsat C MTUs activation is done at the Secretariat using a web application developed by SpeedCast

Western & Central Pacific Fisheries Commission

Please select DNID Options

Command Type
[Dropdown]

Ocean Region [Dropdown] Data Network ID [Dropdown]

IMN Number [Text] Member Number [Text]

UTC Time (24hr) [Dropdown] [Dropdown] Reports per 24 hours [Text]

Sub Address [Dropdown] Acknowledgement [Dropdown]

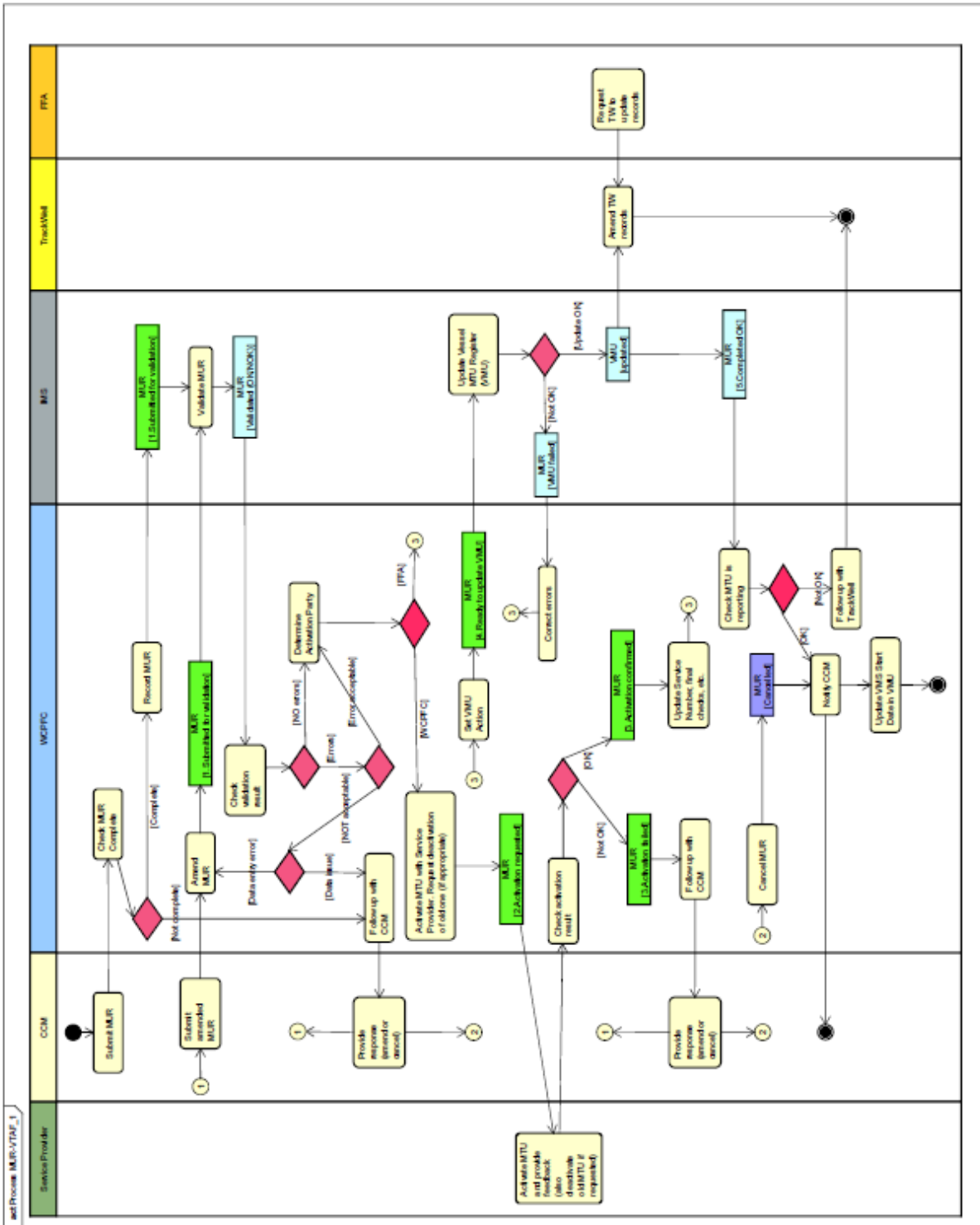
Telnet

TELNET:

SpeedCast
Wherever You Are
© Speedcast Australia 2016

If activation was not successful then advise CCM Official of why the activation was unsuccessful, this may include:

- Unknown mobile number
- Mobile logged out
- Mobile is not in the Ocean Region
- DNID sent to vessel, but vessel did not send acknowledgement to Commission VMS;
- Program sent to vessel but vessel did not send acknowledgement to Commission VMS; or
- Start Command sent to vessel but vessel did but send acknowledgement to Commission VMS.



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4.4 Manual Reporting







Since 1 March 2013, the Commission has agreed to regular extensions of amendments to the SSPs related to the reporting timeframes for manual reporting in the event of ALC malfunction. A standard reporting format for these manual reports has been previously agreed as is required by the WCPFC Standards Specifications and procedures (SSPs) for the fishing vessel monitoring system (VMS) of the Western and Central Pacific Fisheries Commission (WCPFC) – December 2016 (or its update).

Manual should be sent to email: VMSManualReports@wcpfc.int

The first manual report received from a vessel will be recorded in the WCPFC Intranet – VMS Manual Report. This record will remain open until to vessel resumes normal VMS reporting.


VMS Manual Reporting - New Item ×


EDIT


 Save	 Cancel	 Paste	 Cut	 Attach File	 Spelling
Commit	Clipboard	Actions	Spelling		

Vessel * ▼
Vessel reporting positions manually, or having its VMS switched off

VMS Status *
 Malfunction
 Not Fitted
 Switched Off

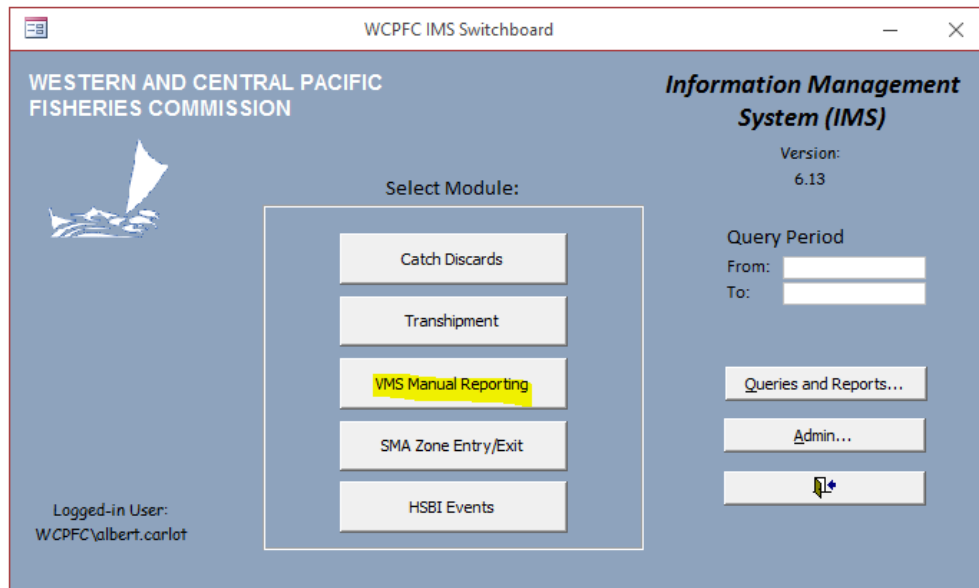
Reporting Start Date * 
The date when manual reporting must commence, or the date when VMS was switched off

VMS Resume Deadline Date * 
The deadline by which VMS reporting must be resumed

VMS Resume Actual Date 
The actual date when VMS reporting resumed

Notes
Any notes regarding this Vessel's manual reporting

All manual position reports should then be entered in the VMS Manual Reporting database.



The vessel may recommence fishing on the high seas only when the MTU/ALC has been confirmed as operational by the WCPFC Secretariat following the flag State CCM informing the Secretariat that the vessel's automatic reporting complies with the regulations established in the Commission VMS Standards, Specifications and Procedures (SSPs).

4.5 Routine Reports from the Secretariat on VMS reporting anomalies and WCPFC VMS

Secretariat will regularly publish to secure CCM portals, accessible by authorized CCM users, supporting information that documents the Commission VMS reporting anomalies for their flagged vessels, on approximately at least a 4 – 6 week basis.

The following reports are provided to TCC annually:

- Annual Report on the Commission VMS;
- Review of integrity of the Secretariats VMS data
- Annual Report on the administration of the data rules and procedures.

Ad hoc reports may be generated on request, and following necessary approvals in accordance with the data rules and administrative procedures.

4.6 Proposals for Inclusion of Additional ALC makes and models on the Approved MLC/ALC List

WCPFC Standards Specifications and procedures (SSPs) for the fishing vessel monitoring system (VMS) of the Western and Central Pacific Fisheries Commission (WCPFC) – December 2016 (or its update), requires that the Secretariat will assess proposals for inclusion of additional ALC makes and models on this list from both CCMs and equipment manufacturers and make recommendations for the TCC's consideration and the Commission's approval. Approval of ALCs such requests will be based on assessments by the Secretariat of ALCs against minimum standards for the Commission VMS as set out in Annex 1 of CMM 2014-02(or successor measure).

The VMS Manager will request the CCM of such MTU/ALC type and request the CCM to provide supporting documentation that the new MTU/ALC meets the minimum standards for the Commission VMS as set out in Annex 1 of CMM 2014-02 (or successor measure)


The VMS Manager will assess proposals for inclusion of additional MTU/ALC makes and models on this list from both CCMs and equipment manufacturers and make recommendations for the TCC's consideration and the Commission's approval.

The last update of the list of approved MTU/ALCs, which includes submissions by CCMs, can be accessed from the website: <https://www.wcpfc.int/vessel-monitoring-system>

4.7 Commission VMS Helpdesk Support

General queries on the Commission VMS can be sent to VMS.helpdesk@wcpfc.int

If the VMS team is not able to resolve an issue locally it is then escalated to TrackWell VMS Support (vmssupport@trackwell.com) to resolve.

<p><i>On completion.</i> Please return this Agreement form to email: VMShelpdesk@wcpfc.int</p>			
Vessel Tracking Agreement Form¹			
VESSEL DETAILS <i>(as contained in WCPFC Record of Fishing Vessels (RFV))</i>			
Vessel Name:	WCPFC VID:		
Vessel Type:	International Radio Callsign (IRCS):		
	Country Registration Number:		
Country of Registration:	Home Port:		
VESSEL CONTACT DETAILS			
Name of Contact person:			
Contact Address:	Phone number:		
	Cell Phone/Sat-phone #:		
	Email address:		
MOBILE TRANSCIVER UNIT (MTU)/AUTOMATIC LOCATION COMMUNICATOR (ALC) DETAILS			
Manufacturer:	Model:		
Software version N ^o :	Equipment ID <i>(Manufacturer's serial number for this MTU)</i>		
Network ID: <i>Unique ID Number (user ID) by which MTU is tracked on the satellite network</i>	Name of Mobile Communication Service Provider: <i>(select one)</i> <div style="display: flex; justify-content: space-around;"> ARGOS HALIOS </div> <div style="display: flex; justify-content: space-around;"> INMARSAT STDC FARIA WATCHDOG </div> OTHER (specify): _____		
INSTRUCTIONS TO SECRETARIAT <i>(select one)</i>			
1. New vessel/MTU to be activated: <input type="checkbox"/> 2. Replacement MTU: <input type="checkbox"/> 3. Spare MTU: <input type="checkbox"/> 4. Other <input type="checkbox"/> <i>(please specify):</i>			
MTU / ALC TRACKING AUTHORISATION			
I _____, the owner of the MTU/ALC described above hereby <i>(Print Name)</i> authorise the WCPFC Secretariat to electronically monitor the unit, and disseminate data from it, in accordance with WCPFC policy. Signature: _____ Date: _____			

¹ Version issued WCPFC Secretariat 7 March 2017. This form is intended to facilitate the submission by flag CCMs of data as per the requirements of VMS SSPs requirement Section 2.8